



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Substance Abuse and Mental Health Services Administration

Agency Information Collection Activities: Submission for OMB Review; Comment Request

Periodically, the Substance Abuse and Mental Health Services Administration (SAMHSA) will publish a summary of information collection requests under OMB review, in compliance with the Paperwork Reduction Act (44 U.S.C. Chapter 35). To request a copy of these documents, call the SAMHSA Reports Clearance Officer on (240) 276-0361.

Project: Training and Technical Assistance (TTA) Program Monitoring

The Substance Abuse and Mental Health Administration's (SAMHSA) will monitor program performance of its Training and Technical Assistance (TTA) programs. The TTAs disseminate current behavioral health services research from the National Institute on Drug Abuse, National Institute on Alcohol Abuse and Alcoholism, National Institute of Mental Health, National Institute of Justice, and other sources, as well as other SAMHSA programs. To accomplish this, the TTA programs develop and update state-of-the-art, research-based curricula and professional development training.

The TTAs hold a variety of events: technical assistance, meetings, trainings, and presentations. A TTA technical assistance event is defined as a jointly planned consultation generally involving a series of contacts between the TTA and an outside organization/institution during which the TTA provides expertise and gives direction toward resolving a problem or improving conditions. Technical assistance events can be categorized into universal, targeted, and intensive. Other TTA events such as meetings, training, presentations, strategic planning and learning collaboratives are utilized to support technical assistance. These events are TTA-sponsored or co-sponsored events in which a group of people representing one or more agencies other than the TTAs work cooperatively on a project, problem, and/or policy.

SAMHSA intends to use three (3) instruments for program monitoring of TTA events as well as ongoing quality improvement, which are described below.

1. Event Description Form (EDF): The EDF collects event information. This instrument asks approximately 10 questions of TTA faculty/staff relating to the event focus and format. It allows the TTAs and SAMHSA to track the number of events held (See Attachment 1).
2. TTA Post Event Form: The Post Event Form will be administered immediately following the event. It asks approximately 15 questions of each individual that participated in the event (Attachment 2). The instrument asks the participants to report on general demographic information (gender, race, sexual orientation, level of education, primary profession), principal employment setting, employment zip code, satisfaction with the event, if they expect the event to benefit them professionally, if they expect the event to change their practice and if they would recommend the event to a colleague.
3. TTA Follow-up Form: The Follow-up Form will be administered 60-days after all events that last a minimum of three (3) hours. The form will be administered to a minimum of 25% of participants who consent to participate in the follow-up process. The form asks about 14 questions (Attachment 3). The instrument asks the participants to report if the information provided in at the event benefited their professional development, will change their practice, if they will use the information in their future work, if information will be shared with colleagues, how the event supported their work responsibilities, how the TTA can improve the events, what other topics would participants like to see TTAs address and in what format.

The information collected on the TTA forms will assist SAMHSA in documenting the numbers and types of participants in TTA events, describing the extent to which participants report improvement in their professional development, and which method is most effective in disseminating knowledge to various audiences. This type of information is crucial to support SAMHSA in complying with GPRA reporting requirements and will inform future development of knowledge dissemination activities.

SAMHSA sought to improve functionality and limit public burden through revision of the previously proposed TTA instruments based on stakeholder feedback. The following revisions have been made to the instruments since the 60-Day public comment period:

- Multiple linguistic revisions were made to improve clarity of instructions, descriptors and questions.
- The demographics section was updated to reflect revisions made to the other SAMHSA GPRA data collections.

- The unique identifier configuration has been revised to address concerns about respondent identification.

The revised TTA instruments reflect SAMHSA's desire to elicit pertinent Training and Technical Assistance program and participant data that can be used to not only guide future programs and practice, but to also respond to stakeholder, congressional, and agency enquiries.

The chart below summarizes the annualized burden for this project.

Type of Respondent	Number of Respondents	Responses per Respondent	Total Responses	Hours per Response	Total Annual Burden Hours	Hourly Wage Cost	Total Hour Cost
TTA Faculty/Staff							
Event Description Form	2,000	1	2,000	.16	320	\$24.78	\$7,930
Meeting and presentations respondents							
Post-Event Form	50,000	1	50,000	.16	8,000	\$24.78	\$198,240
Follow-up Form	Meetings and presentations are usually less than 3 hours. Follow up forms will be used only for events longer than 3 hours						
Technical Assistance and Training respondents							
Post-Event Form	100,000	1	100,000	.16	16,000	\$24.78	\$396,480
Follow-up Form	25,000	1	25,000	.16	4,000	\$24.78	\$99,120
TOTAL	177,000	1	177,000	.16	28,320	\$24.78	\$701,770

Summary Table

Instruments	# Respondents	Responses per respondents	Burden Hours
TTA Event Description Form	2,000	1	320
TTA Post Event Form	150,000	1	24,000
TTA Follow up Form	25,000	1	4,000
Total	177,000	1	28,320

Written comments and recommendations for the proposed information collection should be sent within 30 days of publication of this notice to www.reginfo.gov/public/do/PRAMain. Find this particular information collection by selecting "Currently under 30-day Review - Open for Public Comments" or by using the search function.

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